

College of Healthcare Sciences

Form for request for extension, late assignment submission, or missed class



NOTE: This form is not to be used for final examination special consideration or deferral requests

Student's Full Name <small>(Print in Block Letters)</small>	Student ID Number	Subject Code
Subject Name:		Date this form is completed:
This form is for: <small>(tick appropriate)</small>		
<input type="checkbox"/> Request for extension	<input type="checkbox"/> Late assignment submission	<input type="checkbox"/> Missed class
Details of assignment/class: <small>(Name/date)</small>		
Valid medical certificate attached: <small>(tick appropriate)</small>	Yes	No
Date of certificate issued:	Expiration date of certificate:	
Other supporting documentation attached:		
Reasons for absence and/or incapacity to complete/hand in assessment or attend class on scheduled date:		
Student Signature: <small>(JCU Student email address)</small>		Date:

Email completed form and supporting documentation to Subject Coordinator

TO BE COMPLETED BY THE SUBJECT COORDINATOR:

Date & time received:		
Certificate received	Yes	No
Type of certificate		
Recommendation:		
Subject Coordinator Signature:		Date:

College of Healthcare Sciences Guide for staff and students, regarding the submission and assessment of forms for a request for extension, late assignment submission, or missed class

This guide and the associated form for request for extension, late assignment submission or missed class were approved by Professor Lee Stewart, College Dean, January 2015. The policy links were updated and the form converted to PDF format in April 2016, with endorsement from Associate Professor Rebecca Sealey, College Associate Dean Learning and Teaching.

Scope

This guide provides procedural information for students requesting an extension, submitting a late assignment, and for notifying and seeking alternative arrangements for a missed class. This guide relates to on-course assessment only. For end of semester examinations scheduled by the University Examinations area refer to [Special Consideration, Supplementary, Deferred and Special Examinations Policy](#).

Definition of terms

On-course assessment: An assessment taking place during the teaching period, excluding final examinations

Assignment: An assessable piece of work completed for a subject within the teaching period

Late assignment submission: Submission of an assessable piece of work after the due date and time indicated in the subject outline

Request for extension: A request to submit an assessable piece of work after the due date and time indicated in the subject outline. Requests for extensions after the due date will not be granted except in exceptional circumstances. Requests for extensions will only be granted where a serious and/or unforeseeable event has prevented the student from completing the work, including medical illness. Unacceptable reasons for extensions include work commitments including clinical placement, social commitments, sporting or other community commitments, routine, non-urgent medical, dental or other appointments, computer or printer failure. (Students are expected to adopt the routine practice of 'backing up' assignments to protect themselves in the event of computer failure).

Missed class: The absence of a student from a timetabled class for which attendance is required. In this instance students may be required to complete a relevant make-up or alternative class or task as deemed appropriate by the Subject Coordinator.

Relevant supporting documentation: Original documentation (or certified copies) which provides further information regarding the situation leading to the application for on-course special consideration, missed class, late assignment or request for an extension. This documentation may include medical certificates, death notice of an immediate relative, notice of jury duty, police notice or counsellor's certificate. The documentation must cover either the due date of the assessment/class or the required preparation period for an assessment piece

Process

A student shall complete the form, attach relevant supporting documentation and submit to the relevant Subject Coordinator via an email generated from the student's JCU email account.

The form must be submitted no later than 2 working days prior to the assessment due date for a request for extension of time or a request for special consideration, unless under exceptional circumstances. The form must be submitted no later than 5 working days after the assessment due date for a missed class (or 2 days after the expiration of a medical certificate covering the date of the missed class if applicable), unless under exceptional circumstances. For late assignments, the form should be submitted on the same day that the assignment is actually submitted.

Upon receipt of the completed form and supporting documentation the Subject Coordinator will consider the application and will make recommendations regarding whether they approve the request and what alternative arrangements are to be implemented. In making their recommendation, the Subject Coordinator may liaise with relevant staff. The Subject Coordinator will notify the student of the outcome via email with the assessed application attached, and will keep a copy of the application. The Subject Coordinator shall return the application back to the student for re-submission if the application is deemed to be incomplete.

If a student is not satisfied with the outcome of the application, they are able to pursue follow-up action as outlined in the [JCU Student Complaint Management Policy and Procedures](#).

Approval details			
Version	Date	Details	Approval
2016-1	21 April 2016	Amended policy links; PDF form created	ADLT CHS
2015-1	22 January 2015	Created January 2015	Dean CHS